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DEPARTMENT OF THE ARMY  
U.S. ARMY QUARTERMASTER CENTER AND SCHOOL  
NONCOMMISSIONED OFFICER ACADEMY  
711 B AVENUE  
FORT LEE, VIRGINIA 23801-1798

REPLY TO

**SUBJECT:** Army Logistic University– OPOD for ATRRS courses delivered via Mobile Training Team (MTT)

## 1. Situation:

The Army Logistics University (ALU) request for equipment, facilities, LNO's and materials. This request will ensure that the requesting units Soldier's receive the best training possible at the Advanced Leaders Course level.

## 2. Mission:

The Army Logistics University will deploy OCONUS/CONUS to provide technical training Advanced Leaders Course (ALU) at the squad level for MOS 92A, 92, 92G and 92Y. The Army Logistical University purpose will persist to train Soldiers IAW the standards set at the residential course at FT Lee VA. The residents course is 6 1/2 weeks on the average per course. The MTT will be condensed into a 2 ½ course earning a standard DA form 1059. There will be no honors for this MTT course due to certain requirements that Soldiers participate in at the residents course APFT, LOG Warrior, and Warrior Training Center. This additional training assist Small Group Leaders (SGLs) in evaluating NCO's on leadership and management skills (residents course). ALU is requesting full support from Soldiers home units. Soldiers will be attached to ALU with a DA form 4187 for the purpose of training and will not be tasked by their home stationed units to conduct staff duty, CQ, property layouts, etc. Day one on inprocessing day Soldiers must bring a correctly filled out Pre-execution check list, DA 705 APFT IAW FM 21-20 card date within 30 days of course start date, HT and weight screening on proper form (DA FORM 5500/5501) IAW AR 600-9, DTS Orders or DA FORM 4187, over 40 Physical if applicable, permanent profile if applicable.

## 3. Execution:

### 3.A. Task:

**3.A.1. Unit Task:** (ALL MOS'S) Provide one LNO per MOS with the MOS being taught in the grade of E-7 or above or equivalent DA Civilian. LNO will be responsible for providing one classroom furnished with tables and chairs to accommodate twenty-five students, one in-focus projector, one projector screen, one dry erase board with dry erase markers and eraser, one printer, one paper shredder, and copier machine. LNO will also be responsible for arranging an auditorium for graduation practice and for the student's graduation after completion of the course.

### 3. Execution:

**3.A.1. a. (92A).** LNO will be responsible for providing one classroom (must be able to aim VSAT without objects blocking line of sight to the satellite), furnished with tables and chairs to accommodate (room and power for thirty-two students, thirty-two Standard Army Retail Supply System (SARSS1) computer systems:CPU, key board, mouse,

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monitor, and thirty-two laptops), one in-focus projector, one projector screen, one dry erase board with dry erase markers and eraser, one computer with internet access, one printer, one paper shredder, vehicle for receiving and shipping equipment and copier machine/paper. LNO will also be responsible for providing one SARSS1 End User Manual per Soldier. LNO will be responsible for colors, arranging an auditorium for graduation practice and for the student's graduation after completion of the course. Provide funding for Travel, Per Diem, Lodging, shipping and handling of Very Small Aperture Transmitter (VSAT), laptops installed with SARSS2AC/B, thirty-two SARSS1 computer systems, one rental vehicle for two TRADOC Digital Deployable Training Campus (DDTC) technicians, thirty-two Subsistence Reference books(Army Regulation 30-22, Department of the Army Pamphlet 30-22, 92A-ANCOC-H1.5, and FM 10-23), and two black tough boxes with supplies.

**3.A. 1.b. (92F).** To support the Modules on Class III Petroleum Operations and Tank Vehicles Petroleum Operations, the following equipment and personell is required:

- 1 LNO 92F MOS E-7 or higher
- 2 Ea M969, 5K Gallons Semi-Trailer
- 2 Ea M978 HEMTT Tanker
- 1 Ea Refuel on the Move Kit
- 1 AAFARS Kit
- 2 Fire Extinguishers

Students must successfully complete the practical exercise in order to complete the Module. The practical exercise is 12 hours long and is covered over a 3-day period at the Unit's or Higher Echelon (i.e. Division, Brigade) motor pool.

2. A 20 person classroom is required with projector, projection screen, and dry erase board. Twenty computers are required with connectivity.

3. Requesting unit must provide all printing and copied handouts needed throughout the course. These include two books, one handout, and one Compact Disk with all regulations necessary for the course. All classroom supplies

4. Installation/Administrative support:

1 TMP vehicle or rental vehicle

- DFAC access IAW training schedule
- 1 Administrative Room with a computer with internet connections, printer, telephone, copier and fax access, shredder
- 1 Bulk Fuel training site
- 1 Aviation training site

92F REFERENCE NEEDED:FM 3-04.104,FM 10-67-1,DA PAM 750 -8, SB 710-2 FM 3-19.30, AR 710-2, DA PAM 710-2-1, DA PAM 710-2-2 AR 200-1, DA PAM 200-1,Joint Petroleum Logistics Planning Guide,TM 10-4930-351-14,TM 9-2330-398-10

5. Requesting unit will facilitate Installation Agencies (EPA, Bulk Petroleum Site and Aviation Site) POCs and phone numbers to coordinate visits to sustain training.

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8. Funds for shipping computers and FedExing any required document such as DA 1059s.

### 3.A.1. c. (92G) **3. A.4. Unit Task (cont.):**

The requesting Unit or Higher Echelon need to order ServSafe Certification materials (books and test) required for the Module “Food Safety and Sanitation for Production Managers.” The materials are ordered through the ServSafe website and sent to the paying unit. The books become property of the Unit once the training is complete. The website for ServSafe is <http://www.servsafe.com> or call 1-800-765-2122. If the Unit does not want to pay for the certification, books and test, then the same course will be conducted without certification. LNO must provide all printing and copied handouts needed throughout the course.

- a. 1 Ea Mobile Kitchen Trailer (MKT)
- b. 1 Ea Containerized Kitchen (CK)
- c. 1 Ea Field Sanitation Center (FSC)
- d. 1 Ea Kitchen, Company Level Field Feeding-Enhanced (KCLFF-E)
- e. 1 DFAC access IAW training schedule

**3.A.2. Unit Task (cont.):** Provide funding for Travel, Per Diem, Lodging, and one rental vehicle for three NCO's to conduct pre-sight survey for a total of three days. Provide funding for Travel, Per Diem, Lodging, and two rental vehicles for two instructors for a total of twenty days. Provide funding for Travel, Per Diem, Lodging, shipping and handling of Very Small Aperture Transmitter (VSAT), laptops installed with Property Book Unit Supply Enhanced (PBUSE) and one rental vehicle for two TRADOC Digital Deployable Training Campus (DDTC) technicians. Construct one Memorandum of Agreement per cycle releasing students from all individual units task i.e. Physical Training, Change of Command, and Inventories of any kind.

### **3.B. Tasks:**

#### **3.B.1.**

**3.B.1.A. (92A) TRADOC Digital Deployable Training Campus (DDTC) Task:** Provide thirty-two laptops for students and one laptop for instructors. All laptops will be installed with Standard Army Retail Supply System (SARSS2AC/B) data base prior to arriving to MTT site. Provide one Very Small Aperture Transmitter (VSAT). Provide two technicians for installation and disconnection of all systems. All systems will be set up and to 10/20 standard the day prior to the classes start date

#### **3. B.1.B. (92F) TRADOC Digital Deployable Training Campus (DDTC) Task:**

Provide twenty laptops for students and two laptops for instructors. Provide two technicians for installing and disconnection of all systems. All systems will be set up and to 10/20 standard the day prior to the classes start date

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### **3. B.1.C. (92G) TRADOC Digital Deployable Training Campus (DDTC) Task:**

Provide twenty laptops for students and two laptops for instructors. Provide two technicians for installing and disconnection of all systems. All systems will be set up and to 10/20 standard the day prior to the classes start date.

### **3.B.1.D. (92Y) TRADOC Digital Deployable Training Campus (DDTC) Task:**

Provide twenty-five laptops for students and two laptops for instructors. All laptops will be installed with Property Book Unit Supply Enhanced (PBUSE) data base prior to arriving to MTT site. Provide one Very Small Aperture Transmitter (VSAT). Provide two technicians for installation and disconnection of all systems. All systems will be set up and to 10/20 standard the day prior to the classes start date.

### **3.C. Tasks:**

**3.C.1. Army Logistical University (ALU) BNCOC MTT Task:** Provide two school trained instructors with the MOS of 92A, 92F, 92G, 92Y (Applicable to courses being taught) in the grade of E-6 or above or equivalent DA Civilian. Provide students a copy of the training schedule and ensure students are in compliance with all ALU policy letters. Ensure that Army Regulation (AR) 190-11, AR 25-400-2, AR 710-2, AR 735-5, AR 750-1, Department of the Army Pamphlet (DA PAM) 710-2-1, DA PAM 738-750, Field Manual (FM) 10-27-4, FM 1-06, FM 4-01.011, FM 4-0, and STP 10-92Y34-SM-TG are up loaded onto the laptops provided by DDTC the day prior to the classes start date. Ensure instructors download a copy of the Army Training Requirements and Resource System (ATRRS) two days prior to the classes start date.

**4. Admin and Log:** see annex A.

### **5. Command and Signal:**

**5.A. Lead:** 1SG Cross [renardo.c.cross@us.army.mil](mailto:renardo.c.cross@us.army.mil), (804)765-8891, Mr. Micheal Miller, [micheal.j.miller3@us.army.mil](mailto:micheal.j.miller3@us.army.mil), (804)765-8822, DSN (539)

**5.C. Army Logistics University Operations Office:** SSG Micheal Luster [mike.luster@us.army.mil](mailto:mike.luster@us.army.mil), (804)765-8910, DSN (539) .

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ADV LDRS CRS  
ARMY LOGISTICS UNIVERSITY

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